

RECORDS RETENTION SCHEDULE

GC 28270

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Air Resources Board		(2) AGENCY BILLING CODE 64600	(3) PAGE 1 OF 8 PAGES
(4) DIVISION/ BRANCH/ SECTION Mobile Source Control Division - South		(5) ADDRESS 9480 Telstar Ave., Suite 4, El Monte, California 91734-2301	

CHECK THE APPROPRIATE BOX

- (6) ☐ New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]
- (7) ☒ Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)
- (8) ☐ Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 24	(10) SCHEDULE DATE 01/10/08	(11) NUMBER OF PAGES 8	(12) CUBIC FEET (Total Schedule) 950
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 14	(14) APPROVAL NUMBER 92-058 1998-017	(15) APPROVAL DATE (S) 8/21/92	(16) PAGE NUMBER(S) REVISED 10

(17) MISSION/FUNCTIONAL STATEMENT:

The Mobile Source Control Division is responsible for developing statewide programs and strategies to reduce the emission of smog-forming pollutants and toxics by mobile sources. These include both on and off-road sources such as passenger cars, motorcycles, trucks, busses, heavy-duty construction equipment, recreational vehicles, marine vessels, lawn and garden equipment, and small utility engines.

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Robert H. Cross	(19) TITLE Division Chief	(20) PHONE NUMBER 626-575-6807	(21) DATE/SIGNED 1-10-08
---	------------------------------	-----------------------------------	-----------------------------

In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST Laura Gonzalez	(23) CLASSIFICATION AGPA	(24) NAME (Printed or Typed) Laura Gonzalez	(25) PHONE NUMBER 916-324-1921	(26) DATE SIGNED 1/5/08 2/26/08
--	-----------------------------	--	-----------------------------------	------------------------------------

PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT J. B. Cross	(28) APPROVAL NUMBER 08-077	(29) DATE SIGNED 3/5/2008	(30) EXPIRATION DATE 3/5/2013
---	--------------------------------	------------------------------	----------------------------------

PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

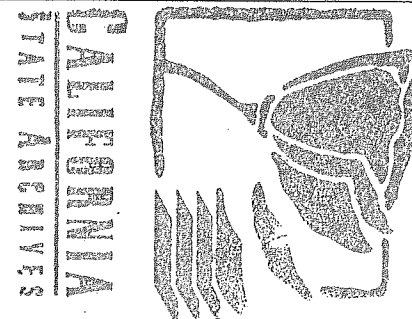
- (31) ☐ Contains no material subject to further review by the California State Archives
- (32) ☒ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance the California State Archives. (Per Section 1671 of the State Administrative Manual.)

by

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE

(34) DATE SIGNED

FOR ARCHIVES' STAMP



submit to CalRIM

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

MOBILE SOURCE CONTROL DIVISION (MSCD-SOUTH)											
RECORDS MANAGEMENT											
1	.5		Std. Form 73 Records Retention Schedules		P	C				C	Retain as current until superseded. Although revision is required every five years from the date approved by Department of General Services (DGS), Records Retention Schedules (RRS) that are not revised remain in effect but are considered non-current.
2	.5		Std. Form 70, Records Inventory Worksheet		P	C				C	Retain as current until next inventory.
3	.5		Std. Form 71, Records Transfer List		P	C				C	Retain as current until all records listed have been destroyed, retired permanently, transferred to State Archives, or when no longer needed, whichever is later.
4	.5		Std. Form 76, State Records Center Reference Request (Departmental record copies)		P	A				A	Retain as Active until request for referral or withdrawal is completed.
DOCUMENTS FOR ENTIRE BRANCH											
ADMINISTRATIVE MANAGEMENT											
5	.5		Staff Reports; Memoranda; Rules and Regulation Documents, General Correspondence.		P		2		3	5	This is information generated by MSCD-South. These records are significant to the (ARB) and the State of CA. To be stored until no longer needed for reference, research, or analysis, whichever is later.
6	4		Personnel files.		P		A + 3			A + 3	XI Confidential files. Maintain until individual retires, separates, or leaves department. Originals are kept in Administrative Services Division (ASD). Requires confidential destruction.
7	5		Form 5 copies; Referral Copies; equipment request copies; contract copies; correspondence copies; and backup material copies.		P		A+3			A+3	Files needed for Branch operation. Active until programs and/or projects completed.

5 NOTIFY ARCHIVES

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

<p align="center"><u>PROGRAM MANAGEMENT – EMISSION RESEARCH SECTION:</u></p>											
8	16		Consent Decree Documents and Miscellaneous Technical Reports		P		A+7			A+7	Files needed for Branch operation. Active until programs and/or projects completed.
9	39	NOTIFY ARCHIVES	Regulation Documents for SFTP-1 program and inventory.		P		A+7			A+7	Files needed for Branch operation. Active until programs and/or projects completed.
10	27		Motor Vehicle Toxics and Emission Documents		P		A+7			A+7	Files needed for Branch operation. Active until programs and/or projects completed.
11	27	NOTIFY ARCHIVES	Regulation Documents for On Road Motor Vehicle EVAP control		P		A+7			A+7	Files needed for Branch operation. Active until programs and/or projects completed.
<p align="center"><u>ON ROAD HEAVY DUTY DIESEL SECTION</u></p>											
<p align="center"><u>ADMINISTRATIVE</u></p>											
12	1		Personnel Files		P		A+3			A+3	XI Confidential files. Originals kept in Administrative Services Division. Cut off at end of calendar year and hold for additional two years. Requires Confidential destruction.
<p align="center"><u>PROGRAM MANAGEMENT – ON ROAD HEAVY DUTY DIESEL SECTION</u></p>											
13	14		On-Road Heavy Duty Diesel Reports and Test Data		P		A+7			A+7	Files needed for Branch Operation. Active until Programs and/or projects are

08-077

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

14	36	NOTIFY ARCHIVES	Heavy Duty Diesel In-Use Compliance Regulations and Consent Decree Documents.		P		A+5		A+5		Files needed for Branch Operation. Active until Programs and/or projects are completed.
15	4	NOTIFY ARCHIVES	Heavy Duty Diesel Rule Outreach – Documents		P		A+5		A+5		Files needed for Branch Operation. Active until Programs and/or projects are completed.
16	2		Research & Coordination Reports		P		A+5		A+5		Files needed for Branch Operation. Active until Programs and/or projects are completed.
17	30	NOTIFY ARCHIVES	Heavy Duty Diesel Technical Reports and Regulation Documents		P		A+7		A+7		Files needed for Branch Operation. Active until Programs and/or projects are completed.
<p style="text-align: center;"><u>OFF ROAD CONTROLS SECTION - ADMINISTRATIVE</u></p>											
18	1		Personnel Files		P		A+3		A+3	XI	Confidential Files. Originals kept in Administrative Services Div. Cut off at end of calendar year and hold for additional 2 years. Requires Confidential destruction.
<p style="text-align: center;"><u>PROGRAM MANAGEMENT</u></p>											
19	35	NOTIFY ARCHIVES	Off Road Technical and Rulemaking Material		P		A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed
20	11	NOTIFY ARCHIVES	Regulation and Technical Documents – Electric and Airport Related		P		A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed
21	10		Small Off Road Engine and large Spark Ignition Documents and Test Procedure documents		P		A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
22	15	NOTIFY ARCHIVES	Off Road Diesel and Marine Regulation and		P		A+7		A+7		Files needed for Branch Operation. Active

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
29	NOTIFY ARCHIVES	146	Climate change regulations and Low Emission Vehicle Program Documents		P		A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
30	NOTIFY ARCHIVES	23	Certification and Rulemaking Development of On Board Diagnostic Systems		P		A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
31		144	Certification and Enforcement of On Board Diagnostic Systems		P		A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
32		110	Low Emission and other Vehicle Testing Documents		P		A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
<p align="center"><u>HEAVY DUTY IN-USE STRATEGIES BRANCH</u></p> <p align="center"><u>PROGRAM MANAGEMENT:</u></p> <p align="center"><u>RETROFIT ASSESSMENT SECTION</u></p>											
33	NOTIFY ARCHIVES	8	Board Item Language and Assessing Technology Documents.		P		A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
34		12	Warranty and In-Use Compliance and Web Page Documents.		P		A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
35		58	Retrofit Assessment, Verification review and In-Use Compliance Documents		P		A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

36	NOTIFY ARCHIVES	27	<u>PROGRAM MANAGEMENT</u>								
			<u>RETROFIT IMPLEMENTATION SECTION</u>								
			Implementation and Monitoring Rules Documents	P		A+7			A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
			<u>PROGRAM MANAGEMENT</u>								
37		60	<u>TESTING AND FIELD SUPPORT SECTION</u>								
			Test Results and Related Documents	P		A+7			A+5		Files needed for Branch Operation. Active until programs and/or projects are completed.
38		8	<u>MSCD-ADMINISTRATIVE OFFICE</u>								
			Personnel Files	P		A+5			A+5	XI	Confidential Files. Originals kept in Administrative Services Division. Copies kept while Active plus five years. Requires Confidential destruction.
39		15	Budget Documents; Contracts; Equipment Requests; Training Requests; Out-of-State Travel requests; BCP's; Requisitions; Organization Charts and other miscellaneous correspondence.	P		A+7			A+7		Files needed for Mobile Source Control Division Operation. Active until programs and/or projects are completed plus additional five years.

08-077

8 Page of 8

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

MSCD – Divisional Office											
40	1		Personnel	P		A+5			A+5	XI	Confidential Files. Originals kept in Administrative Services Division. Copies kept while active plus five years. Requires Confidential destruction.
41	20		Referrals; Board Items; Verifications; Miscellaneous Correspondence.	P		A+7			A+7		Files needed for for Mobile Source Control Division Operation. Active until programs and/or projects are completed.

TOTAL: 950 CUBIC FEET